

FIG. 1

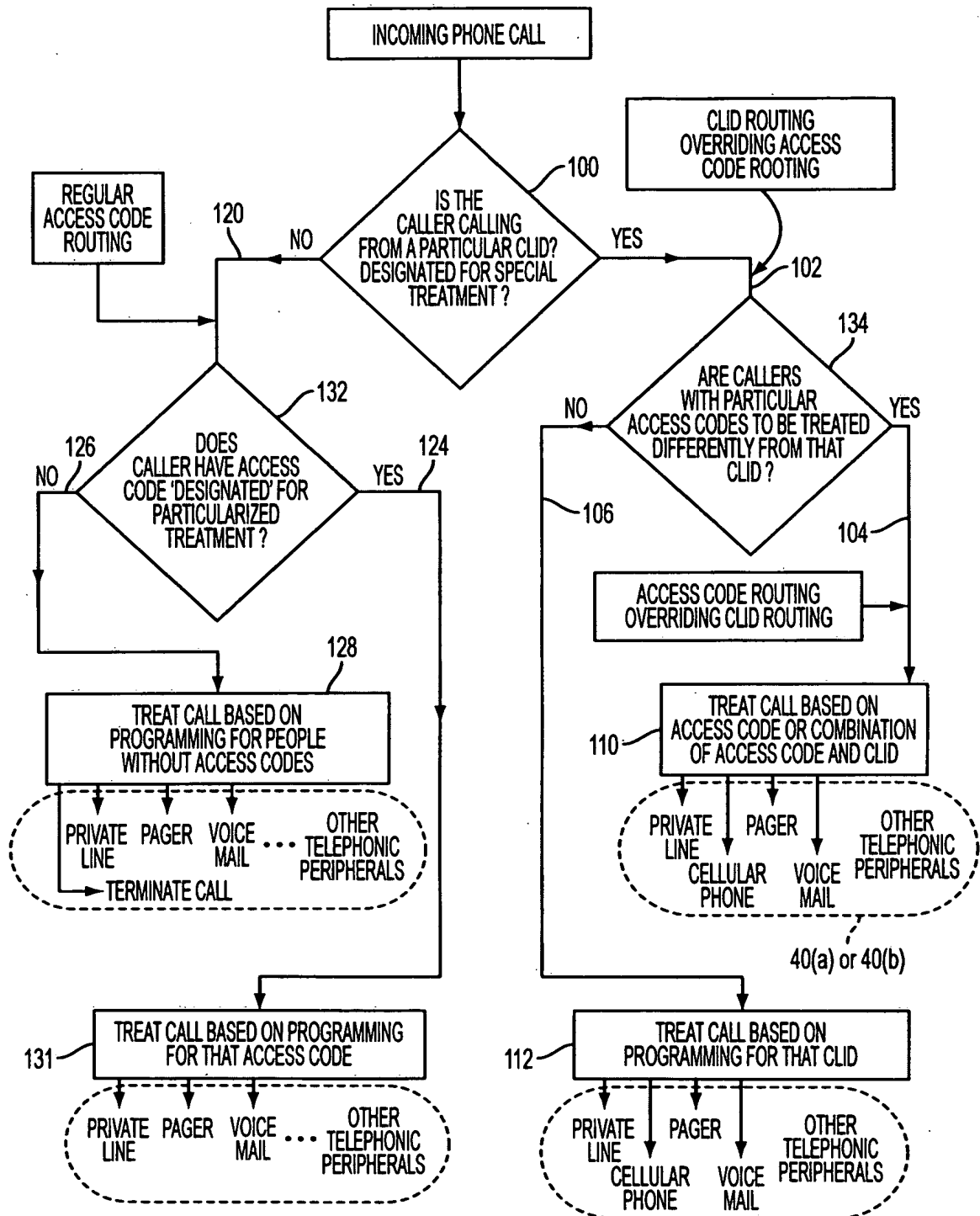


FIG. 2

<http://www.settingyourphone.com>

#### WEB PAGE 1-BASIC INSTRUCTIONS

**Access Code Routing:** With the Access Code Routing Service you selected, callers to your telephone number will not be able to get through unless they possess certain access codes. You may select certain "telephonic peripherals" (services that are connected to your telephone number), such as a pager, cellular phone, or e-mail with voice attachment. Other services include call waiting and call forwarding. The caller will be able to access only those telephonic peripherals you have selected for the access code you have supplied the caller. You may also select a "default" selection for callers who call without access codes.

You may enter as many or as few access codes as you like. The more access codes you use, the greater control you will have but the greater the complexity. Likewise, the fewer codes promote simplicity at the cost of individualized control.

The access codes may be from 1-15 digits long. The access codes can be made of words made on the front panel of your Touch Tone® phone. Pass your access code out to friends, neighbors, and business associates. Simply check off the box of the options you would like people with this access code to have. The caller will receive a voice prompt telling them of the options available for the access code you have provided them. They will then be asked which of the available Internet/phone service they would like to use.

For instance, if you select a private line, pager and e-mail with a voice attachment for access code 5286 and you are not home, the caller who uses access code 5286 will hear, "The person you have called is not home. You have entered access code 5286. Select 1 if you would like to leave an e-mail with a voice attachment. Select 2 if you would like to page [Your name.]"

You may give out more than one access code to one person. You may also change the telephonic services available for any access code. However, if you decide to give the same access code to numerous people and you want to change the telephonic peripherals for just one person, you will have to give the other people new access codes. Therefore, there is a risk in giving many people the same access code, although this may make things simple.

[HYPERLINK: More Instructions: If you have not read all the instructions, please click here. (Goes to Web Page 2)]

[HYPERLINK: If you would like more information about your telephone options (telephonic peripherals) please click here. (Goes to Web Page 2)].

[HYPERLINK: If you have read the instructions and would like to enter new access codes, please click here. (Goes to Web Page 3)].

[HYPERLINK: If you would like to review to whom you gave access codes, click here. (Goes to Web Page 4)].

[HYPERLINK: Click here to set your default options for people without access codes ( Web Page not shown, but similar to Web Page 4 with exact same selection of telephonic peripherals)].

**CLID ROUTING:** You may also elect to have certain telephone calls from particular phone numbers pass without the caller having to enter an access code. Callers calling from these chosen phone numbers will not have to enter an access code. This is known as "Calling Line Identification Number (CLID) Routing." For instance, you could arrange all callers from telephone number 716-123-1234 to have access to your phone service, regardless of whether they have a telephone.

[HYPERLINK: CLID ROUTING: If you would like to have certain calls from certain phone numbers to have access without using access codes, click here. (Goes to Web Page 8).]

**Fig. 3**

#### WEB PAGE 2--Your Telephone Options

## WEB PAGE 2--Your Telephone Options

**Call Waiting:** Call waiting will allow callers to send a ring signal while you are on the phone line with someone else. If you do not check this box off, the caller will not have call-waiting privileges, and your call will not be interrupted with a call waiting beep. This feature allows you to select who will interrupt your call.

**Call Query:** This feature will ask the purpose for the call. The caller will hear, "You have input access code 5286. Please state the purpose of the phone call after the beep." The message will be relayed to you and you can decide whether to take the call. You will hear, "You have just received a message from a person with access code 5286. He states the purpose of the phone call is [play recording]. If you wish to accept the call, press 1. Press 2 if you want the call to go to your voice mailbox.

**Local Line Portability:** If you will be leaving the area and want certain people with certain access codes to be able to reach you, simply forward all calls from people with those access codes to your new phone number. Should the phone number of your pager or cellular phone change, enter that information as well. If your e-mail address changes, that also must be updated. [ [HYPERLINK:](#)

[Click here to change phone numbers of your private lines, cellular phones, pagers, or e-mail addresses.](#) (Goes to web page 7)]

**Personalized Message:** If your computer is equipped with Voice Over the Internet, you can make your personalized message now. Otherwise you can change your personal message (1, 2, or 3) by calling your telecommunications provider. [[HYPERLINK: Click Here if you are equipped with Voice Over the Internet and would like to change your personalized messages now.](#) (Next web page not shown).]

**Time stamping:** Any one option may be made valid for a given period of time. You have two options of time-stamping. Under the calendar option, you specify the start date (and time) and the end date (and time) the option would be available. For instance, you can arrange that a person with access code 7339 may only use your private line from April 23 at 3:00 p.m. - June 7<sup>th</sup> at 3:00 p.m. Under the day of week, time of day option, you specify what days of the week and what time of day you would be available. For instance, you may say that a person with access code 6241 may only use your pager on Monday - Friday, 9:00 am - 6:00 p.m. Simply click on the time-stamping box next to the options you want to be available for that option.

**Setting-up or Changing the Telephone Number of Your Telephonic Peripheral Options:** Your cellular phone, pager and private line have phone numbers. The phone numbers may change. You may want to change the number of your pager, your private line, or cellular phone as you switch services. [[HYPERLINK: Click Here to change the phone number or Internet addresses of your telephonic peripherals.](#) Goes to Web Page 7].

**Private Line:** Provides a private line that may not be accessed without an access code.

**Cellular Phone:** Provides a cellular phone line that may not be accessed without an access code.

**Pager:** Provides a pager line that may not be accessed without an access code.

**Call Waiting:** If you do not have a separate line for the Internet and you connect to the Internet using a voice line, you may want to be notified that someone is calling you. You may also want to make sure that your Internet session is not interrupted. If a caller places a call while on the Internet, you will be notified that that caller is trying to reach you by a sound prompt or pop-up window on your computer screen. You then take the telephone call using the Voice Over the Internet option on your personal computer. Your Internet session will not be interrupted.

**Setting-up or Changing Internet Addresses:** If you have e-mail with a voicemail attachment, your web address may change. [[HYPERLINK: Click Here to change the web address of e-mail with a voice mail attachment or other telephonic peripherals that have web addresses.](#) Goes to Web Page 7]

**Setting Up Your Access Codes:** Now that you have read this instruction sheet, it is time to set up your access codes [[HYPERLINK: Click Here to set up your access codes.](#) (Goes to Web Page 3).]

[[HYPERLINK: Click here to go back to Home Page:](#) (Goes to Web Page 1)]

Fig. 4

**WEB PAGE 3**

**ACCESS CODE ENTRY FORM**

Enter Access Code Here: \_\_\_\_\_

The system will notify you if you have already entered the access code and ask you if you would like to delete the original access code or edit the original access code.

If your Access Code forms a word on a Touch Tone® phone,  
please enter the word here: \_\_\_\_\_

The system will notify you if numbers of the access codes do not spell out the name you have selected on a standard Touch Tone® phone.

Please enter the name of new people you will give access codes to: \_\_\_\_\_

[HYPERLINK: To delete names that you have entered for this access code, please click here. (Web Page Not Shown)]

[HYPERLINK: Click Here for an alphabetical listing of all people and their access codes, Goes to Web Page 6]

[HYPERLINK: Click Here to SUBMIT (Automatically jumps to Web Page 4 so that telephonic peripherals may be added for that access code)]

**Fig. 5**

## WEB PAGE 4

### Options for Access Code [Automatically Displays Access Code Selected]

If you do not select an option for access code, by default the caller without specified options will have access to your private line at all times and no other options-if the phone is busy, these callers will be automatically sent to your voice mail box. If you do not have a voice mail box, the caller will receive a busy signal.

If you do not use the time-stamping option, the telephonic peripheral options you have selected will always be available to the caller by default.

**Check off telephonic peripherals you would like here.**

- ☐ Private Line 1  
[Click Here for Time Stamp(Goes to Web Page 5)]
  - ☐ Private Line 2  
[Click Here for Time Stamp(Goes to Web Page 5)]
  - ☐ Voice Mail  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ E-mail With Voice Attachment  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call Forwarding—You must put Number to Be Forwarded Here \_\_\_\_\_  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call Waiting  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Personalized Message 1[Click Here to leave Personalized Message if you VoIP]  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Personalized Message 2[Click Here to leave Personalized Message if you VoIP]  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Personalized Message 3 [Click Here to leave Personalized Message if you VoIP]  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call Query  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Pager  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call-Waiting If You Are On Internet  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Cellular Phone  
[Click Here for Time Stamp (Goes to Web Page 5)]
- [Other telephonic peripherals are listed as they become available...]

[HYPERLINK: Click Here when you are done selecting your options. (Goes to a web page that is not shown that displays chosen options for that access code along with names of people given that access codes. That web page has hyperlink that allows you to edit your selections by returning back to this page)].

[HYPERLINK: Click Here to go back to Home Page: (Goes to Web Page 1)].

**Fig. 6**

**WEB PAGE 5**  
**Time Stamping of Access Codes**

You have decided to time-stamp [INSERT NAME OF TELEPHONIC PERIPHERAL SELECTED BY SUBSCRIBER]. [INSERTS NAME OF TELEPHONIC PERIPHERAL] will only be valid for the period of time that you specify. You may pick only one of the following options:

**OPTION 1: Calender Scheduling:** allows you to input the beginning date and time that the option of [INSERT NAME OF TELEPHONIC PERIPHERAL] will be available to someone with access codes [insert access codes you are programming].

**OPTION 2: Day of Week, Time of Day Scheduling:** Allows you to specify the time of day and day of week [INSERT NAME OF TELEPHONIC PERIPHERAL] will be available to someone with access code [INSERT ACCESS CODE]. There is a special input for Federal Holidays. There is also a “personalized” day option whereby calls on certain dates will be treated in the special manner that you have selected. Use this option to create special call-treatment for special occasions such as religious holidays, local holidays, or other important dates.

\*\*\*

**OPTION 1: Calender Scheduling:**

Enter Start Date \_\_\_\_\_ Enter Start Time: \_\_\_\_\_

Enter End Date \_\_\_\_\_ Enter End Time: \_\_\_\_\_

\*\*\*

**OPTION 2: Day of Week, Time of Day Scheduling:**

Monday	Enter Time Available _____
Tuesday	Enter Time Available _____
Wednesday	Enter Time Available _____
Thursday	Enter Time Available _____
Friday	Enter Time Available _____
Saturday	Enter Time Available _____
Sunday	Enter Time Available _____
Federal Holidays	Enter Time Available _____

**Personalized Dates (Will Override Normal Day of Week, Time of Day Settings)**

Enter Start Date \_\_\_\_\_ Enter Start Time: \_\_\_\_\_

Enter End Date \_\_\_\_\_ Enter End Time: \_\_\_\_\_

[HYPERLINK: Click Here to go back to Access Code: (Goes to Web Page 4)]

**Fig. 7**

## WEB PAGE 6

### List of Names and Access Codes Given to Them

Here is a list of the people or groups you have given your access code to. If the number corresponds to a name you have selected, the name is also given.

Click on the access code to determine the options available for that access code.

[Every access code is hyperlinked to Web Page 2 for that Access Code so that it may be seen what options were selected for that Access Code. (Individual Hyperlinks not shown)]

(These names are fictitious).

<b>Name</b>	<b>Access Code</b>
Bob Adlair	2668 (Boot)
Mario Botto	42779 (Happy)
Richard Connely	42779(Happy)
Charlie Howard	2468
Christine Latona	52779 (Larry)
Anne Mooney	1111
Steve Richards	264 (Dog)
Leonardo Rinaldi	228 (Cat)

<b>Groups</b>	<b>Access Codes</b>
Co-Workers	83269675 (Teamwork)
Softball Team	42779 (Happy)

[HYPERLINK: **Click Here to go back to Home Page:** (Goes to Web Page 1)]

**Fig. 8**



**WEB PAGE 7**

**New Phone Numbers and Web Addresses**

The phone number for your private line 1 is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

The phone number for your private line 2 is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

The phone number for your pager is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

The phone number for your cellular phone is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

You e-mail 1 with voice attachment address is: \_\_\_\_\_@\_\_\_\_\_ • \_\_\_\_\_

You e-mail 2 with voice attachment address is: \_\_\_\_\_@\_\_\_\_\_ • \_\_\_\_\_

**Adding New Telephonic Peripherals With New Phone Numbers**

The telephonic peripheral you would like to add is (check 1):

The phone number of your new private line 1 is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

The phone number of your new private line 2 is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

The phone number of your new cellular phone is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

The phone number of your new pager is \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Adding New Telephonic Peripherals With New Web Addresses**

The New E-mail address is: \_\_\_\_\_@\_\_\_\_\_ • \_\_\_\_\_

[HYPERLINK: **Click Here to go back to Home Page:** (Goes to Web Page 1)]

**Fig. 9**

## WEB PAGE 8

### TELEPHONE NUMBER ENTRY FORM (For Routing Based On Caller I.D.)

The phone numbers you enter below will be selected for special treatment. This is called "CLID (Caller ID routing)." If a person calls from the telephone number you designated, the caller will not need an access code. This is a great option for close friends and relatives who you do not to make dial an access code.

Just like access code routing, the caller will receive a voice menu based on the number he is calling from. You select certain "telephonic peripherals" or services that are connected to your telephone number, such a pager, cellular phone, or e-mail with voice attachment, that will be available to caller calling from that particular telephone number. Other services include call waiting and call forwarding. The caller will be able to access only those telephonic peripherals you have selected for calls made from that telephone number, unless you select "Access Code Override".

You may enter as many or as telephone number as you like. The caller will receive a voice prompt telling them of the options available for people calling from that telephone number. They will then be asked which of the available Internet/phone service they would like to use.

For instance, if you select a private line, pager and e-mail with a voice attachment for telephone number 716-123-1234 and you are not home, if the caller calls from 716-123-1234 he or she will hear, "The person you have called is not home. You are calling from 716-123-1234. You need not enter an access code. Select 1 if you would like to leave an e-mail with a voice attachment. Select 2 if you would like to page [Your name.]"

You will have an option that allows the caller to use access codes to receive special treatment if they call from the telephone selected for Caller ID Routing. This way they can still use their access code to access special telephonic peripheral options (cellular phone, page, etc) available to people with their access codes, even though they are calling from a telephone line designated for standard treatment regardless of access code. This is called "Access Code Routing Overriding Caller ID Routing."

Enter Telephone Number Here: \_\_\_\_\_

[HYPERLINK: **Click Here to allow callers with access codes to access telephonic peripheral options not available to others for calling from [prints telephone number] (Web page not shown)**]

[HYPERLINK: **To delete telephone numbers from Caller Id Routing, please click here. (Web Page Not Shown)**]

[HYPERLINK: **Click Here for an alphabetical listing of all people and their telephone number selected for Caller I.D. Routing, (Web Page Not Shown)**]

[HYPERLINK: **Click Here to submit (Automatically jumps to Web Page 9)**]

**Fig. 10**

## WEB PAGE 9

### Options for Routing Based on Telephone Number of Caller [Automatically Displays Telephone Number Selected]

If you do not select telephonic peripheral options for the telephone number you have selected, by default the caller will have access to your private line at all times and no other options-if the phone is busy, these callers will be automatically sent to your voice mail box. If you don't have a voice mail box, they will get a busy signal.

If you do not use the time-stamping option, the telephonic peripheral options you have selected will always be available to the caller by default.

Check off telephonic peripherals you would like here for calls made from telephone number [automatically displays telephone number entered by subscriber].

- ☐ Private Line 1  
[Click Here for Time Stamp(Goes to Web Page 5)]
  - ☐ Private Line 1  
[Click Here for Time Stamp(Goes to Web Page 5)]
  - ☐ Voice Mail  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ E-mail With Voice Attachment  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call Forwarding—You must put Number to Be Forwarded Here \_ \_ \_ \_ \_  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call Waiting  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Personalized Message 1[Click Here to leave Personalized Message if you VoIP]  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Personalized Message 2[Click Here to leave Personalized Message if you VoIP]  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Personalized Message 3 [Click Here to leave Personalized Message if you VoIP]  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call Query  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Pager  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Call-Waiting If You Are On Internet  
[Click Here for Time Stamp (Goes to Web Page 5)]
  - ☐ Access Code Override of CLID Routing [Hyperlink: Goes to Similar page to select telephonic peripherals]  
[Click Here for Time Stamp (Goes to Web Page 5)]
- [Other telephonic peripherals are listed as they become available...]

[HYPERLINK: Click Here when you are done selecting your options. (Goes to a web page that is not shown that displays chosen options for that telephone code. That web page has hyperlink that allows you to edit you selections by returning back to this page)].

[HYPERLINK: Click Here to go back to Home Page: (Goes to Web Page 1)].

Fig. 11

## WEB PAGE 10

### Time Stamping of Calls from Particular Telephone Numbers

You have decided to time-stamp telephone number [INSERTS TELEPHONE NUMBER SELECTED BY SUBSCRIBER] this number will only be valid for the period of time that you specify. At all other times, caller from (insert telephone number) will need access codes. You may pick only one of the following options:

**OPTION 1: Calender Scheduling:** allows you to input the beginning date and time that the option of [INSERT NAME OF TELEPHONIC PERIPHERAL] will be available to someone calling from telephone number [INSERT TELEPHONE NUMBER SELECTED].

**OPTION 2: Day of Week, Time of Day Scheduling:** Allows you to specify the time of day and day of week [INSERT NAME OF TELEPHONIC PERIPHERAL] will be available to someone calling from telephone number [INSERT TELEPHONE NUMBER SELECTED]. There is a special input for Federal Holidays. There is also a "personalized" day option whereby calls on certain dates will be treated in the special manner that you have selected. Use this option to create special call-treatment for special occasions such as religious holidays, local holidays, or other important dates.

#### OPTION 1: Calender Scheduling:

Enter Start Date \_\_\_\_\_ Enter Start Time: \_\_\_\_\_  
Enter End Date \_\_\_\_\_ Enter End Time: \_\_\_\_\_

#### OPTION 2: Day of Week, Time of Day Scheduling:

Monday	Enter Time Available _____
Tuesday	Enter Time Available _____
Wednesday	Enter Time Available _____
Thursday	Enter Time Available _____
Friday	Enter Time Available _____
Saturday	Enter Time Available _____
Sunday	Enter Time Available _____
Federal Holidays	Enter Time Available _____

#### Personalized Dates (Will Override Normal Day of Week, Time of Day Settings)

Enter Start Date \_\_\_\_\_ Enter Start Time: \_\_\_\_\_  
Enter End Date \_\_\_\_\_ Enter End Time: \_\_\_\_\_

[HYPERLINK: Click Here to go back to Telephone Numbers: (Goes to Web Page 8)]

Fig. 12

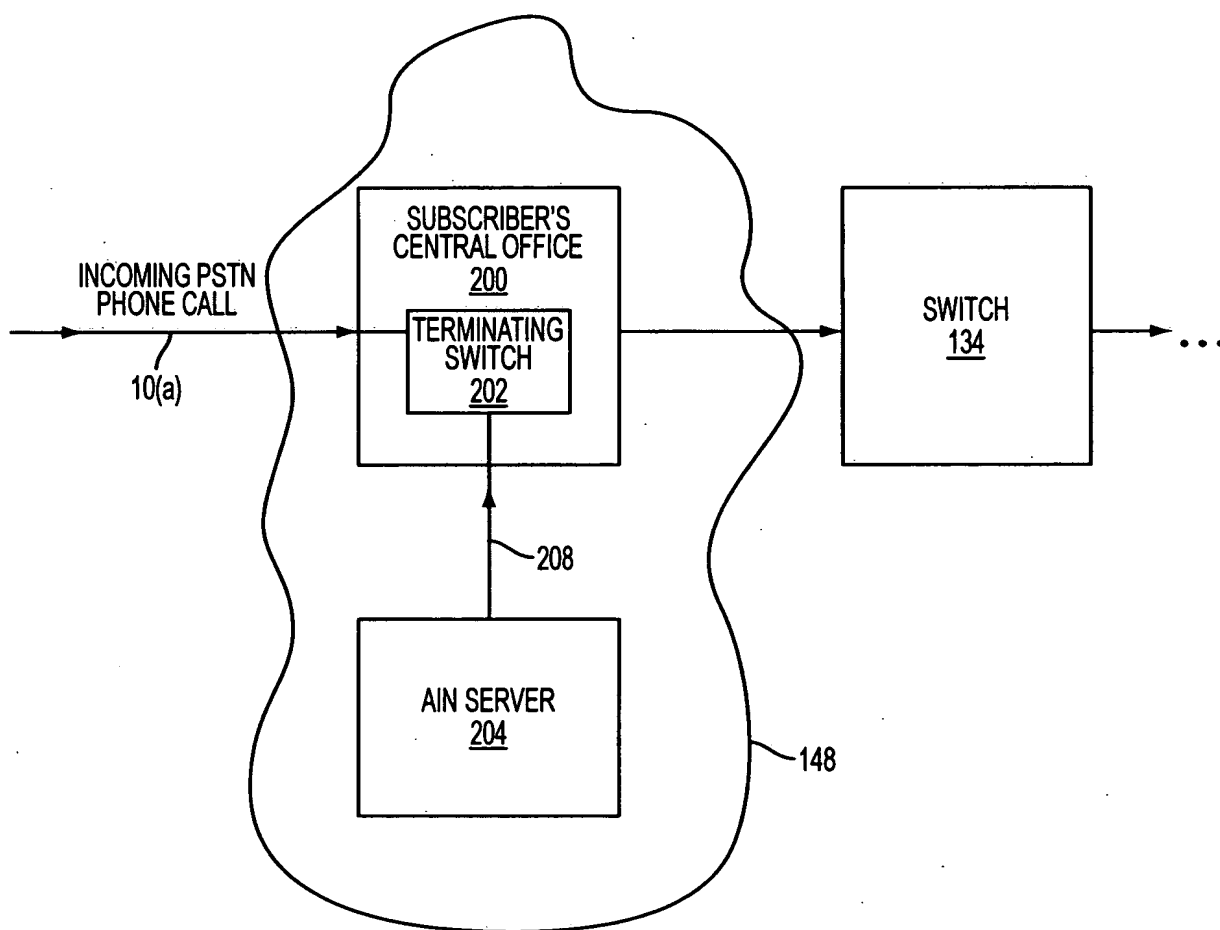


FIG. 13

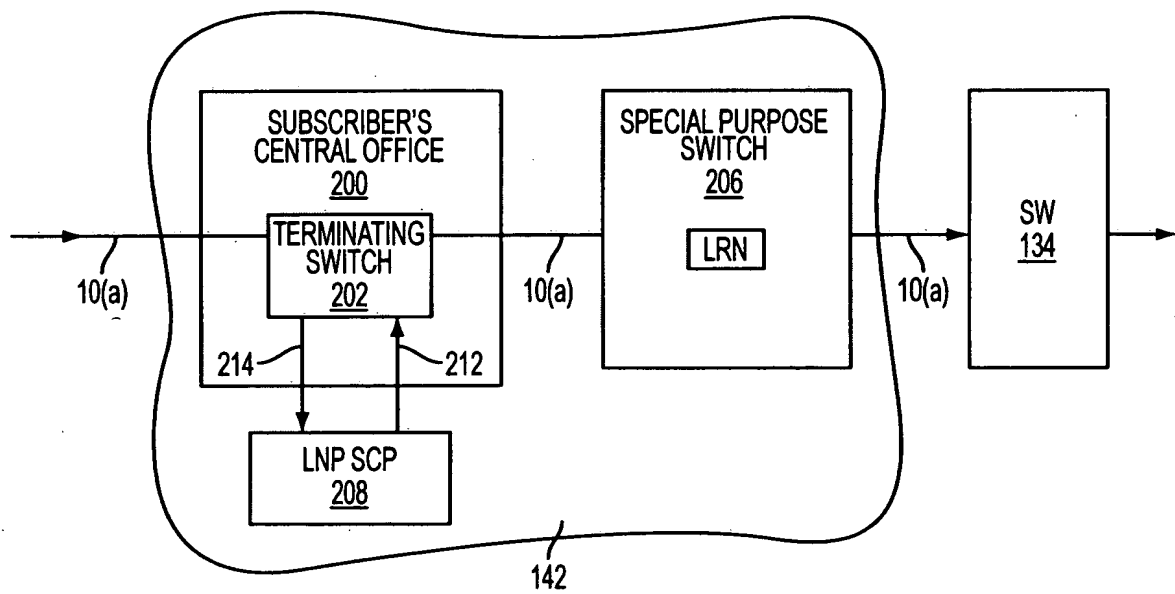


FIG. 14

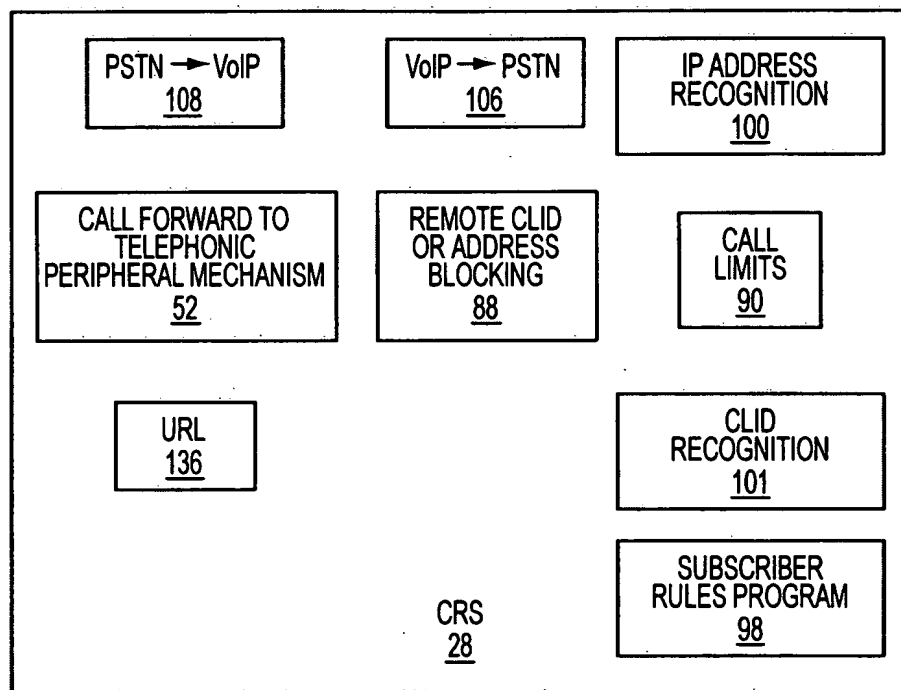


FIG. 15

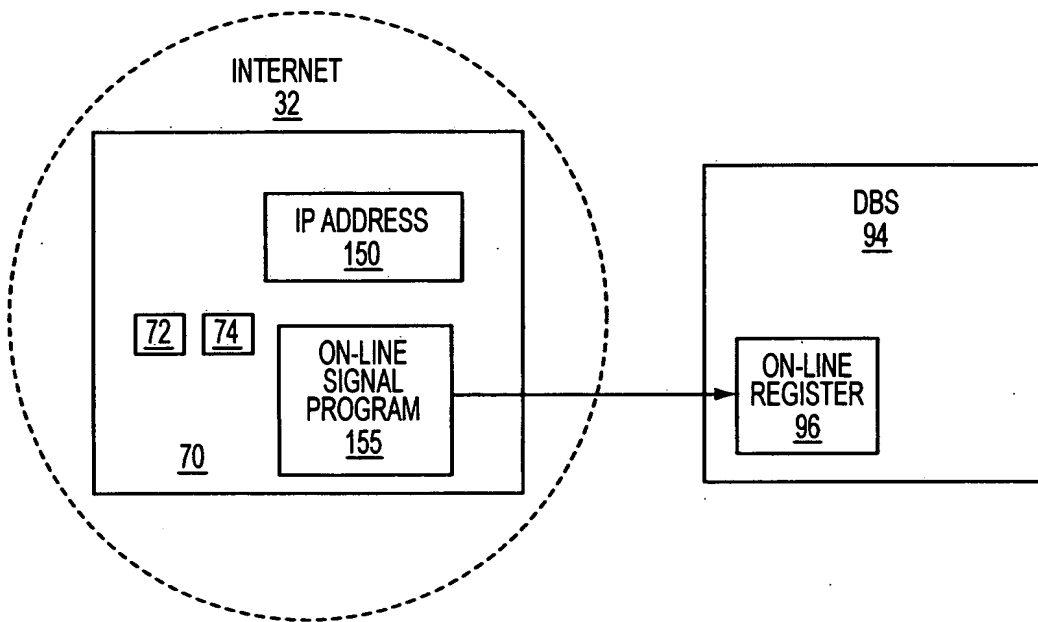


FIG. 16



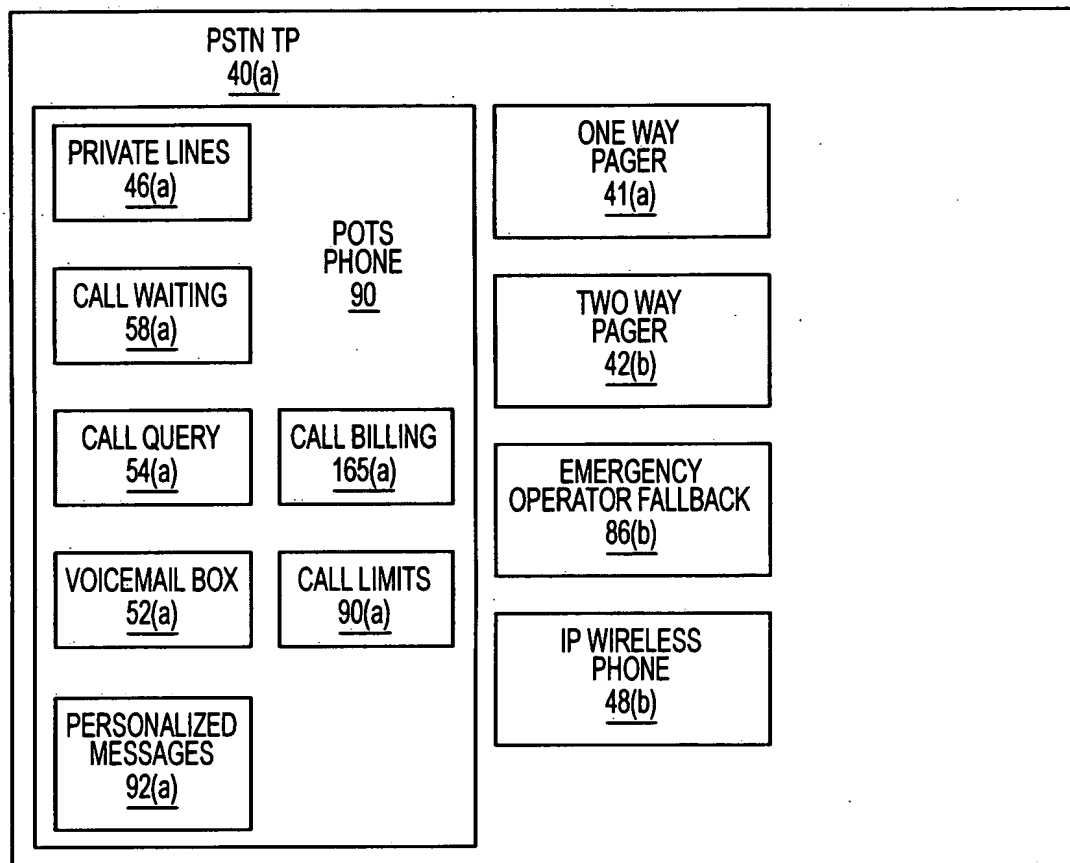


FIG. 17

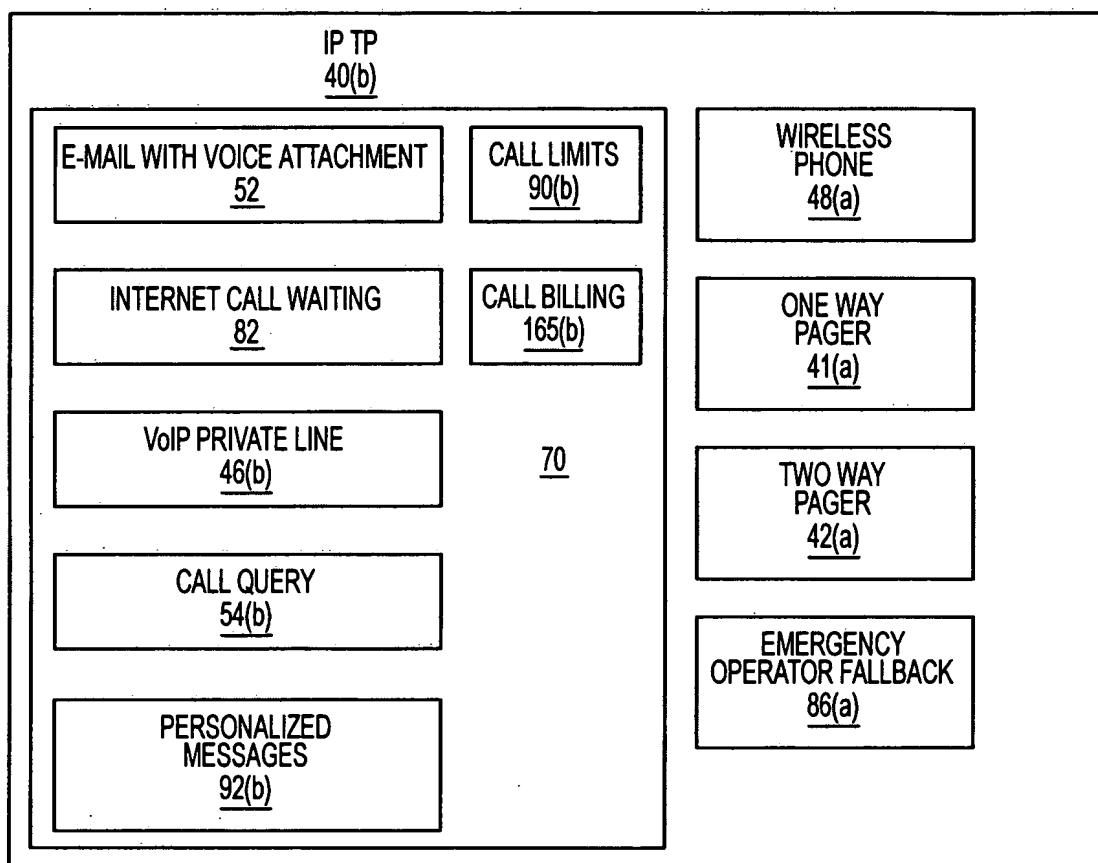


FIG. 18